

The
Division of Criminal and Juvenile Justice Planning
of the
Iowa Department of Human Rights
along with the
Juvenile Justice Advisory Council
and
Iowa's DMC Committee
Announce the...

SFY 2011
A Request for Application Related to Disproportionate Minority Contact

This request for Application (RFA) governs the following program:
Cultural Competency Training Initiative

Funds are available for entities to assist Iowa's efforts to provide cultural competency training for Iowa's initiative to reduce Disproportionate Minority Contact (DMC).

Applications are due September, 30 2010 at 4:30 p.m. CDT

In the office of
The Division of Criminal and Juvenile Justice Planning

Applications must be sent to:

Department of Human Rights
Division of Criminal and Juvenile Justice Planning
2nd Floor
Lucas State Office Building
321 E. 12th St.
Des Moines, IA 50319

Contact: Dave Kuker
E-Mail: Dave.Kuker@iowa.gov

No fax or e-mail submissions will be accepted.

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I. OVERVIEW

This is a request for applications from the Division of Criminal and Juvenile Justice Planning (CJJP) of the Department of Human Rights, Iowa's Juvenile Justice Advisory Council (JJAC), and a JJAC subcommittee, Iowa's Disproportionate Minority Contact (DMC) Committee (DMC Committee). CJJP, the JJAC, and the DMC Committee assist with the administration of the federal Juvenile Justice and Delinquency Prevention Act (JJDPA). The JJDPA requires, amongst other things, that the states "address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups, who come into contact with juvenile justice system."

According to U.S. Census Bureau statistics, minority youth in Iowa comprise approximately 13 percent of Iowa's total youth population. CJJP statistics reflect that ---

- Minority youth comprise 25% of all of Iowa dropouts (Iowa Department of Education – Project Easier – 2008-2009 school year).
- African-American youth are arrested at a rate nearly five times higher than Caucasian youth (2007 Iowa Uniform Crime Report).
- Minority youth comprise 35 percent of the combined high school student population for the Des Moines, Sioux City, and Waterloo School Districts, and 46 percent of the arrests in those schools (2006-07 Des Moines, Sioux City, and Waterloo, Police Departments - High School Arrest Data).
- Arrests for African-American youth for the offense of disorderly conduct have increased 175 percent (2003 through 2008 Iowa Uniform Crime Report).
- Minority youth comprise nearly 28 percent of the youth referred to juvenile court, and 42 percent of all youth held in juvenile detention facilities. At the same time, minority youth comprise 22 percent of youth receiving informal adjustment agreements (Iowa Justice Data Warehouse – Calendar 2009 Data).

Additionally, the JJAC and its DMC Committee concur with research that concludes taking children out of school for even a few days disrupts their education and often escalates poor behavior by removing them from a structured environment and giving them increased time and opportunity to get into trouble. Studies have shown that a child who has been suspended is more likely to be retained in grade, to drop out, to commit a crime, and/or to end up incarcerated as an adult. Indeed, many schools are further expediting the flow of children out of the schools and into the criminal justice system by doling out a double dose of punishment for students who misbehave. In addition to being suspended or expelled, students are also increasingly finding themselves arrested or referred to law enforcement or juvenile court and prosecuted for behavior at school (NAACP Legal Defense and Educational Fund).

Research further indicates that minority youth in Iowa are disproportionately overrepresented in arrest, and juvenile detention juvenile justice decision points. Minority youth are, comparatively, under-represented at the juvenile justice decision point of informal adjustment. The intention of this effort is to provide grant funds to support Iowa's initiative to reduce DMC. Fully addressing DMC requires states and local communities work collaboratively to address minority overrepresentation in the juvenile justice system. The

successful applicant in this process will work specifically to address the needs of minority children, youth and families in the community and will also assist in providing information on the specific needs and cultures of minority populations.

The source of funding for this project is the JJDP Act Formula Grant. The JJAC, which along with CJJP, oversees the distribution of formula grant funds in the state of Iowa, recognizes that reduction of DMC will require additional assistance. As a result, the JJAC has allocated funding to be utilized to implement a Cultural Competency Training Initiative (“CCTI”).

A. Purpose of Funding

Curriculum for Cultural Competency Training

The primary purpose for the funding of a CCTI is to develop a cultural competency curriculum (“Curriculum”) that recognizes the process of “progressive cultural competency”; that is, assists people in moving through the continuum from awareness of cultural differences to cultural proficiency (“Progressive Cultural Competency Approach”). The Curriculum will be developed with information gained through discussions with state and local officials and review and utilization of best practices materials related to cultural training. The curriculum will include and reflect relevant Iowa data regarding the referral of youth from the school setting to the juvenile court system.

CJJP and the JJAC support a variety of DMC-related efforts with will be relevant to the selected provider in developing the Curriculum. These DMC-related efforts include:

- Four local jurisdictions (Black Hawk, Johnson, Polk, and Woodbury Counties) have been participating in a DMC-related technical assistance effort for a number of years. The provider selected through this RFA process will provide support and technical assistance to these local DMC-related efforts. Specialized assistance has been provided, as well, in a number of other local sites.
- Black Hawk, Polk and Woodbury Counties are in their second year of participation in a national technical assistance effort, the Annie E. Casey Foundation’s Juvenile Detention Alternatives Initiative (JDAI). The provider selected through this RFA process will be required to coordinate local DMC-related activities with the JDAI.
- The JJAC and CJJP are funding a Juvenile Justice Youth Development Initiative (“JJYDI”). The effort combines federal JJDP Act Title II, Enforcing Underage Drinking Laws, Juvenile Accountability Block Grant funding that is allocated to Iowa’s eight Juvenile Court Services offices (“JCS”) in each Judicial District. The JCS offices are encouraged to consider the needs of minority youth as they implement best practices approaches. The JJYDI is a unique opportunity to provide local officials with the opportunity to reduce DMC and the provider selected through this RFA process will coordinate local DMC-related activities with the JCS.

Please note that CJJP has released a separate RFA related to the creation of a Disproportionate Minority Contact Resource Center (“DMCRC”). The provider selected through the DMC Resource Center RFA will be required to coordinate activities with the provider selected for this RFA. A key aspect of the DMCRC RFA is

the collection of data for the school-to-court referral process. It is anticipated that information collected by and through the DMCRC will be helpful to the CCTI. Applicants for this RFA may also apply for the DMCRC RFA and the same applicant may be awarded both grants.

B. Grant Period

The grant period shall be from November 1, 2010 thru October 30, 2011.

C. Funding Levels

Upon approval from CJJP and the JJAC, grant funds up to \$40,000 will be available to fund the CCTI for the period of November 1, 2010 through October 30, 2011. Given CJJP, JJAC and the DMC Committee's interest in developing a high-quality curriculum, CJJP, the JJAC, and the DMC Committee will consider a no-cost extension for completion of the required work, however, no additional funding will be available as part of this RFA. No extension will be considered at the time application is made; accordingly, applications submitted in response to this RFA must reflect activities to be accomplished within the grant period.

CJJP anticipates receiving an award of federal money to fund this initiative. However, the actual amount of any federal award is not certain. CJJP may withdraw or alter this request for applications at any time and for any reason, including official action affecting funding of this initiative. In the event CJJP receives a lower amount of federal money than anticipated, the amount available to the project will be adjusted accordingly.

II. ELIGIBLE APPLICANTS

Eligible applicants include state and private universities, training and technical assistance entities, planning agencies, youth serving agencies, and others with an interest in minority issues particularly related to DMC and cultural competence and curriculum development. *Applicants must demonstrate expertise in administering a state-wide technical assistance and planning initiative.* Applicants should be able to demonstrate their ability to work with minority populations, state and local planners, private providers, state agencies, and other similar groups. Applicants will be required to work with CJJP, the JJAC, the DMC Committee, the provider chosen for the DMC Resource Center Initiative, and other technical assistance consultants.

III. APPLICANT TIME FRAMES

A. Applicants' Conference

An *applicants' conference* will take place August 27, 2010, from 10:00 a.m. to 1:00 p.m. CDT via the state ICN network. Sites for the ICN will be posted on the CJJP website by August 20, 2010. The CJJP website is <http://www.humanrights.iowa.gov/cjip/index.html>.

B. Letters of Intent to Apply

Letters of intent to apply *are mandatory and must be received in CJJP's office by 4:30 p.m. CDT on September 3, 2010. Faxed or e-mailed copies will not be accepted.*

C. Applicant Questions and Suggested Changes

Applicants are invited to submit written questions and requests for clarifications regarding the RFA. Applicants may also submit suggestions for changes to the requirements of this RFA. The questions, **requests for clarifications, or suggestions must be in writing and received by CJJP by 4:30 p.m. CDT on September 3, 2010.** Oral questions will not be permitted. If the question, request for clarification or suggestion pertains to a specific section of the RFA, the page and section number(s) must be referenced. **Written responses to questions, requests for clarifications, or suggestions will be sent on or before September 10, 2010,** to applicants who received or requested RFA's. CJJP's written responses will be considered as an addendum to the RFA. If CJJP adopts a suggestion that modifies the RFA, CJJP will issue an addendum to the RFA. The State assumes no responsibility for verbal representations made by its agencies, officers or employees unless such representations are confirmed by CJJP in writing and incorporated into the RFA by addendum.

D. Final Submission of Proposal

Applications are due on or before **September 30, 2010** by 4:30 p.m. CDT. Applicants must submit the original proposal and **10 copies (11 total)** of their application to CJJP in response to this request. All applications must be submitted on the forms provided. **Faxed or e-mailed copies will not be accepted.** Applicants who choose to mail applications must allow ample mail delivery time to ensure timely receipt of their applications by CJJP. Postmarking by the due date will not substitute for actual receipt of the application by CJJP. It is the applicant's responsibility to ensure that the application is date and time stamped as received by CJJP prior to the deadline. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Applications must be delivered to:

Department of Human Rights
Division of Criminal and Juvenile Justice Planning
Second Floor
Lucas State Office Building
321 E. 12th St.
Des Moines, IA 50319

Contact: David Kuker (Dave.Kuker@iowa.gov)

It is the intent of CJJP to award grants to the successful applicant on or about October 21, 2010. All monies must be spent by October 30, 2011.

E. Right to Reject Applications

CJJP reserves the right to reject, in whole or in part, any or all applications, to advertise for new proposals, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFA if it is in the best interests of CJJP.

Any application will be rejected outright and not evaluated for the following reasons:

1. The applicant fails to deliver the application by the relevant dates and times stated; and
2. The applicant is not an eligible applicant as defined in Section II.

Any application may be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to include required information, or fails to include sufficient information to determine whether an RFA requirement has been satisfied;
2. The applicant fails to follow the application format instructions or presents information requested by this RFA in a format inconsistent with the instructions of this RFA;
3. The applicant provides misleading or inaccurate answers;
4. The applicant states that a mandatory requirement cannot be satisfied;
5. The applicant's response materially changes a mandatory requirement;
6. The applicant's response limits the rights of CJJP;
7. The applicant fails to respond to CJJP's request for information, documents, or references;
8. The applicant fails to include any signature, certification, authorization, or stipulation requested in this RFA.

All materials submitted are subject to verification. Providing misleading or inaccurate information shall be grounds for rejection of the application.

Cultural Competency RFA

IV. REQUIRED APPLICATION COMPONENTS

A completed application must include each of the components listed below. **Applications must be submitted on the forms included in Attachment B. Applications not submitted on the required forms will not be reviewed.** The required forms are organized to correspond with the required application components. The review criteria are included as Attachment A of this RFA.

All applications are required to have 1" margins, typed in 12 point font, double spaced, on a single side of each page, and limited to the number of pages specified on each required form.

A. Cover Page

This formatted cover page must be the first page of the application.

Requirement-- Cover Page--

All applicants are required to submit a completed cover page, which includes the name and contact information for the applicant, the name and contact information of the contact person for the applicant, the name of the proposed project, the amount requested, up to \$40,000, and a 50-100 word summary of the major components of the proposal.

B. Qualifications and Experience

Applicants will need to demonstrate that staff serving in the proposed project ("Project") have sufficient knowledge, skills, and experience related to DMC and the development of cultural competency curriculum.

Requirement (Qualifications and Experience) -

Applicants will be required to demonstrate the following capabilities:

- **Administrative experience related to the implementation of a statewide planning and technical assistance initiative;**
- **Qualifications of individual staff (e.g. skills related to: data collection and analysis, interviewing, group facilitation and discussion, provision of training and technical assistance) are consistent with the work or services reflected in the proposed effort (must include resume/vitae of all persons listed in the proposal);**
- **Role of individual staff is clearly articulated as it relates to the implementation of major proposal activities;**
- **Experience in relation to past training efforts (including information regarding the specific events and audiences trained) and materials (including, but not limited to, curricula, presentation materials, publications) that reflect your capacity to provide training to a juvenile court-based audience.**
- **Understanding of “progressive cultural competency” which involves a continuum from awareness of cultural differences to cultural sensitivity to cultural competence to cultural proficiency;**
- **History of engagement and work with members of minority communities;**
- **Experience regarding the coordination of technical assistance efforts identified in the applicant’s proposal with a variety of other local DMC related planning efforts; and**
- **Ability to identify and address the needs and issues of minority girls or assist in providing information regarding the needs and issues of minority girls.**

C. Cultural Competency Forum

Applicants are required to include in their proposals a plan for a statewide forum or multiple local forums with stakeholders (JCS, judges, law enforcement, minority community leaders, and others) to discuss options and strategies for cultural competency training with a focus on strategies with demonstrated effectiveness. The forum(s) must include discussion of issues associated with institutional racism. The selected provider will incorporate data from relevant sources including, but not limited to, schools, private provider agencies, law enforcement and JCS.

DELIVERABLES- Cultural Competency Forum

The provider selected through this RFA process will be required to produce in Year One a written plan using information provided at and gathered from the cultural competency forum(s) which will serve as the basis for development of the Curriculum and associated training.

D. Cultural Competency Curriculum

The provider selected through this RFA process will be required to produce, in both electronic format (Microsoft Word and PDF formats) and hard copy, a written Curriculum designed to reduce DMC using the progressive cultural competency continuum approach.

The Curriculum will be primarily targeted to state, local and private agencies, including, but not limited to, school personnel, law enforcement, and JCS staff, as well as local sites (primarily Black Hawk, Johnson, Polk, and Woodbury Counties – possibly other local sites) and will be suitable for both presentation to and use by these same groups. The Curriculum will incorporate data from relevant sources including, but not limited to, schools, private provider agencies, law enforcement and JCS, will incorporate feedback gathered from forum discussions, and will include information regarding institutional racism. The curriculum could include the following elements: an understanding of institutional racism; and understanding of basic juvenile justice system processing and the potential negative affects engaging of low risk youth in that system; school, arrest, and juvenile justice system related data of relevance to processing for minority youth; the potential affect of race on decision making (examples should be specific to given work settings); best practices policy implications for the work setting; etc.

The Curriculum will be in a format that incorporates interactive, multi-faceted educational methods, and will at the same time be highly adaptable and portable to other institutions and groups. Examples may include web-based tutorials or individual modules that can be adapted to one-hour sessions or one-day trainings. The curriculum may be targeted to specific audiences (e.g. law enforcement, education, court officials). The selected provider will also include its recommendations for ongoing training efforts.

DELIVERABLES- Cultural Competency Curriculum

The provider selected through this RFA process will be required in Year One to produce, in both electronic format (Microsoft Word and PDF formats) and hard copy, a written Curriculum designed to reduce DMC using the progressive cultural competency continuum approach that is suitable for presentation to and use by state and local agencies as well as local sites (primarily Black Hawk, Johnson, Polk, and Woodbury Counties – possibly other local sites).

E. Cultural Competency Training

The provider selected through this RFA process will implement a comprehensive training program based upon the Curriculum and primarily directed to state and local agencies, including, but not limited to, school personnel, law enforcement and JCS staff, as well as local sites (primarily Black Hawk, Johnson, Polk, and Woodbury Counties – possibly other local sites). The selected provider will recommend, facilitate and provide training activities in accordance with the Curriculum. Trainings will be provided in multiple regions of the state with an emphasis on metropolitan jurisdictions with high minority populations. Applicants' proposals should identify the desired outcomes of the training and describe the various means for training which may include, but is not limited to, workshops, conferences, and seminars.

DELIVERABLES- Cultural Competency Training

The provider selected through this RFA process will be required in Year One to recommend, facilitate and provide training activities in multiple regions of the state with an emphasis on metropolitan jurisdictions with high minority populations.

F. Budget and Justification

Applicants must utilize the form included in Attachment B. Applicants should refer to Section V of this RFA (Use of Funds) in planning their budgets. The "Applicant Budget Sheet" form should be completed to account for all proposed project costs and all costs to be directly incurred by the applicant. A separate "Subcontract Budget Sheet" form should be completed for each "Contract Service" listed in the "Applicant Budget Sheet" that will involve a non-profit or for profit firm, agency, or unit of government other than the applicant.

REQUIREMENT (Budget and Budget Justification) – Applicant are required to submit budget information on the related forms.

- The applicant's budget and budget justification should be consistent with and appropriate to the major activities identified in the proposal.
- The applicant's budget and budget justification should be adequate to support activities identified in the proposal, without being excessive.

G. Assurances

Applicants shall sign the Assurances attached to this RFA as Attachment C.

H. Minority Impact Statement

Applicants shall complete and sign the Minority Impact Statement attached to this RFA as Attachment C. The Minority Impact Statement seeks to identify the potential impact of applicant's proposed activities on minority groups. Applicants are required to provide this information pursuant to this RFA and Iowa Code section 8.11 (2009). The Minority Impact Statement is used for informational purposes only and the information contained within it will not be considered in the review process.

I. Acceptance of Terms and Conditions

An applicant shall specifically agree that the application is predicated upon the acceptance of all terms and conditions stated in the RFA. If the applicant objects to any term or condition, the applicant must state the objection and refer to the objectionable page and section of the RFA. Objections or responses that materially alter the RFA may be deemed non-responsive and disqualify the applicant.

V. USE OF FUNDS

Grant funds available under the DMC Resource Center initiative may be used to support all budget categories identified in the budget-related forms provided in this RFA. Eight primary budget categories are allowed, including salaries, personal benefits, contract services, travel, training and tuition, equipment, supplies and operating expenses, and other expenses. Costs not addressed clearly via these cost categories should be gauged against the following cost restrictions to determine whether they are acceptable:

- Grant funds cannot be used to supplant other federal, state, or local funds supporting existing programs or activities.
- Grant funds cannot be used for construction, renovation, or land acquisition.
- Grant funds cannot be expended for the payment of real estate mortgages or taxes; dues to organizations or federations; costs for social activities not related to the purpose of this Project; costs related to political activity; interest costs; fines,

penalties, law suits, or legal fees; contingencies such as pending litigation, possible liabilities, etc.; and contributions and donations.

- Grant funds cannot be used for the purchase of fixed assets such as automobiles, computer equipment, or fixtures unless such purchases have been specifically approved by CJJP in advance of the purchase.
- Grant funds cannot be used for out of state travel unless such travel has been specifically approved by CJJP in advance of expenditure.
- Indirect costs are not allowable as a budget item in this proposal.

All of the above-listed cost restrictions in every agreements or contract between the selected provider and other entities whose activities or services the selected provider pays using grant funds awarded pursuant to this RFA. **Grant funds may only be used to support those cost items specified and agreed to in a contract between CJJP and the applicant.**

VI. REVIEW PROCESS

A. Preliminary Review

CJJP will conduct a preliminary review of each application to ensure that the applicant is eligible and the application is complete. All applications that are eligible and complete will be presented to the Grant Review Committee established by the chair of the JJAC.

B. Committee Review

Members of the Grant Review Committee (GRC) will review the applications and assign numerical scores to each application using the criteria listed below. The rank order of scores assigned to the applications shall be the basis of funding recommendations to be made by the GRC. The GRC will forward its funding recommendations to the JJAC for approval. See Attachment A for a complete description of the criteria.

C. Criteria

	<u>Points</u>
Qualifications and Experience	40
Cultural Competency Forum	40
Cultural Competency Curriculum	70
Cultural Competency Training	40
Budget and Budget Justification	10
<i>Total Points:</i>	<i>200</i>

VII. ADMINISTRATIVE ISSUES

Waiver of deficiencies

CJJP and the GRC reserve the right to waive minor deficiencies in a proposal. The decision as to whether a deficiency will be waived or will require the rejection of a proposal will be solely within the discretion of the CJJP. Failure to comply with or respond to any part of this RFA may result in the rejection of an application.

Final review and award

CJJP will notify all applicants in writing of JJAC's funding decisions. CJJP reserves the right to fund all, part, or none of the applicant's proposal.

Notification letters will be issued electronically via email from CJJP's administrator. A letter in PDF format will be emailed to the recipient email addresses listed on the application cover page. CJJP is not responsible for delayed receipts of notifications due to misspelled or invalid email addresses the applicant lists on the application cover page. Recipients shall accept the provision of a read receipt to CJJP upon opening the email. Notification letters will be issued by June 18, 2010 in one of three formats:

1. The application is approved as submitted;
2. The application is conditionally approved; or
3. The application is denied.

Notification letters of conditional approval will contain specific requirements for action(s) with definitive timeframes for applicant response. In the event the specific requirements are not met within the provided timeframe, a contract will not be awarded.

Amendments

The CJJP reserves the right to modify this RFA at any time. In the event the CJJP amends or deletes any portion of the RFA, an amendment will be provided to all applicants who received the original request for applications.

Copyrights

By submitting an application, the applicant agrees that the CJJP may copy the proposal for purposes of facilitating the evaluation of the application or to respond to a request for public records. The applicant consents to such copying by submitting an application and warrants that copying will not violate the rights of any third party.

Cost of Proposal

The CJJP is not responsible for any costs incurred by an applicant which are related to the preparation or delivery of an application or any other activities carried out by an applicant related to this request for applications.

Property of the Division

All applications become property of the CJJP.

Public Records

Applicant proposals may be treated as a public record by the CJJP. Public records will be copied as necessary to comply with Iowa's public record law. By submitting an application the applicant grants the CJJP the right to make copies of the proposal as required by law. Any request for confidential treatment of information submitted in response to this RFA must enumerate the specific ground(s) in Iowa Code chapter 22 that supports the treatment of the material(s) as confidential.

Rejection of Applications

At any time prior to the execution of a written contract, the CJJP reserves the right to reject any or all applications received in response to this RFA for any reason. Issuance of this RFA in no way constitutes a commitment by the CJJP to award a contract.

Release of Claims

With the submission of an application, each applicant agrees that it will not bring any claim or have any cause of action against the CJJP or the State of Iowa based on any misunderstanding concerning the information provided herein or based on the CJJP's failure to provide the applicant with information.

Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and are solely responsible for complying with these requirements.

Appeals

Applicants choosing to appeal funding decisions must file a written appeal with the administrator of the CJJP within ten calendar days of the postmarked date of the written notification of the program's funding decisions. It is the responsibility of the applicant to assure that appeals are received by 4:30 p.m. CDT on or before the tenth day of the appeal period. Appeals received after 4:30 p.m. CDT on the tenth day will not be reviewed.

All letters of appeal must clearly state the reason(s) for the appeal and evidence in support of the appeal. Reason(s) for appeal may only be based on a contention that the rules and procedures governing the selection process have not been followed or applied properly. All appeals must clearly state in what manner the applicant believes CJJP failed to follow the rules of the selection process as governed by the administrative rules and procedures outlined in the application materials provided to all applicants by CJJP. The letter of appeal must also describe the remedy being sought. Appeal decisions will be made by CJJP's Administrator.

All appeals should be delivered to:

Administrator
Department of Human Rights
Division of Criminal and Juvenile Justice Planning
Second Floor
Lucas State Office Building
Des Moines, Iowa 50319

VIII. CONTRACT TERMS AND CONDITIONS

A. Contracts with Approved Applicants

The State will enter into a contract with the approved applicant and will include the General Terms and Conditions for Services Contracts/Solicitations found at the following link to the Iowa Department of Administrative Services website: http://das.gse.iowa.gov/terms_services.pdf. The contract terms and conditions contained in this Section VIII and the referenced link (collectively, Terms and Conditions) are limited in scope, do not include all contract terms, and are provided solely to enable applicants to better evaluate the costs associated with the RFA and the potential resulting contract. Applicants should assume that similar terms will be included in any contracts awarded as a result of this RFA.

B. Incorporation of Documents

This RFA, any amendments to it, and CJJP's written responses to applicants' questions collectively form the RFA. The RFA and the approved applicant's application will be incorporated by reference into the contract.

C. Order of Priority

In the event of a conflict between or among the contract, the RFA and the application, the conflict shall be resolved according to the following priority, ranked in descending order:

- 1) The contract
- 2) The RFA
- 3) The application

D. Redistribution of funds

CJJP reserves the right to recapture and redistribute funds based upon projected expenditures, if it appears that funds will not be expended by an applicant according to the conditions of its contract.

E. Other Conditions

The applicant also understands and agrees: (1) that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulations and rules issued by the CJJP for the administration of grant projects; (2) that funds awarded are to be expended only for the purposes and activities covered by the applicant's approved application and budget; (3) that the grant may be terminated in whole or in part at any time that the CJJP finds a substantial failure to comply with contractual conditions or with regulations promulgated by the CJJP; and (4) applicant shall maintain all grant records and accounts and made such records available for audit as prescribed by CJJP.

IX. LIST OF IMPORTANT DATES

<u>Event</u>	<u>Date</u>	<u>Relevant Time</u>
*Posting of ICN Sites ICN sites posted on CJJP's website.	Aug. 20, 2010	4:30 p.m. CDT
*Applicants' Conference CJJP overview of application via ICN.	Aug 27, 2010	10:00 a.m. – 1:00 p.m. CDT
*Letters of Intent to Apply	Sept. 3, 2010	4:30 p.m. CDT
*Applicant Written Questions Applicant written questions and requests for clarifications regarding the RFA.	Sept. 3, 2010	4:30 p.m. CDT
*CJJP Responses to Questions CJJP's written responses sent regarding RFA questions.	Sept. 10, 2010	4:30 P.M. CDT
*Final Submission of Proposal	Sept. 30 2010	4:30 p.m. CDT
*CJJP Notification to Applicants CJJP notice regarding status of applicant proposals.	Oct. 21, 2010	4:30 p.m. CDT
*Start of Grant Period	Nov. 1, 2010	4:30 p.m. CDT

X. APPLICATION CHECKLIST

- ✓ Letter of intent to apply must be received by **September 3, 2010** at 4:30 p.m.
- ✓ Original application with 10 copies (11 total) must be received by **September 30, 2010** at 4:30 p.m.
- ✓ Completed Cover Page Form
- ✓ Completed Qualifications and Experience Form
- ✓ Completed Cultural Competency Forum Form
- ✓ Completed Cultural Competency Curriculum Form
- ✓ Completed Cultural Competency Training Form
- ✓ Completed Budget and Budget Justification Forms
- ✓ Reviewed and Signed Assurances (three pages)
- ✓ Completed and Signed Minority Impact Statement
- ✓ Reviewed and specifically agreed to section VII (Administrative Issues) and section VIII (Contract Terms and Conditions)

ATTACHMENT A
CULTURAL COMPETENCY TRAINING INITIATIVE
GRANT REVIEW CRITERIA

Each application will be reviewed in a competitive process to judge the clarity of the application's content; the relative efficiency and effectiveness of the applicant's proposed activities; and consistency with the purposes set forth for the available grant funds.

Applications (Total points possible: 200)

A. Cover Page Point Value (Point Value 0)

Applicants should note that a cover page is a require component of the application.

B. Qualifications and Experience: (Point Value 40)

The extent to which the application demonstrates the following capabilities:

- Administrative experience related to the implementation of a statewide planning and technical assistance initiative;
- Qualifications of individual staff (e.g. skills related to: data collection and analysis, interviewing, group facilitation and discussion, provision of training and technical assistance) are consistent with the work or services reflected in the proposed effort (must include resume/vitae of all persons listed in the proposal);
- Role of individual staff is clearly articulated as it relates to the implementation of major proposal activities;
- Experience in relation to past training efforts (including information regarding the specific events and audiences trained) and materials (including, but not limited to, curricula, presentation materials, publications) that reflect your capacity to provide training to a juvenile court-based audience.
- Understanding of "progressive cultural competency" which involves a continuum from awareness of cultural differences to cultural sensitivity to cultural competence to cultural proficiency;
- History of engagement and work with members of minority communities;
- Experience regarding the coordination of technical assistance efforts identified in the applicant's proposal with a variety of other local DMC related planning efforts; and
- Ability to identify and address the needs and issues of minority girls or assist in providing information regarding the needs and issues of minority girls.

C. Cultural Competency Forum: (Point Value 40)

The extent to which the proposal provides a comprehensive and achievable plan to conduct cultural competency forums within Year One. The plan must reflect that information collected in the forum(s) will serve as the basis for development of the curriculum and associated training.

D. Cultural Competency Curriculum: (Point Value 70)

The extent to which the proposal provides a comprehensive and achievable plan describing the process to produce, in both electronic format (Microsoft Word and PDF formats) and hard copy, a written Curriculum within Year One. The plan must reflect how the written curriculum will be designed to reduce DMC using the progressive

cultural competency continuum approach that is suitable for presentation to and use by state and local agencies as well as local sites (primarily Black Hawk, Johnson, Polk, and Woodbury Counties – possibly other local sites).

E. Cultural Competency Training: (Point Value 40)

The extent to which the proposal provides a Year One plan with achievable recommendations, to facilitate and provide training activities in multiple regions of the state with an emphasis on metropolitan jurisdictions with high minority populations.

F. Budget and Budget Justification: (Point Value 10)

The extent to which the applicant budget is reasonable and appropriate based upon the following criteria:

- The applicant's budget and budget justification should be consistent with and appropriate to the major activities identified in the proposal.
- The applicant's budget and budget justification should be adequate to support activities identified in the proposal, without being excessive.

ATTACHMENT B

CULTURAL COMPETENCY TRAINING INITIATIVE

APPLICATION FORMS COVER PAGE, NARRATIVE, AND BUDGET

For an application to be considered eligible, these forms must be completed and submitted according to the instructions on the form and as presented elsewhere in this RFA. Applicants may reproduce these forms using their own computer software, but only if the resulting document clearly replicates all sections and formats of the provided forms.

Cover Page

Criminal and Juvenile Justice Planning and Advisory Council and Juvenile Justice Advisory Council
2nd Floor, Lucas State Office Bldg.
Lucas Building, Des Moines, IA 50319

Applicant
(Name, Address, Telephone, Fax, E-mail)

Project Director/Contact Person
(Name, Address, Telephone, Fax, E-Mail)

Name of Project

Project Period
11-01-10 through 10-30-11

Categories	Approximate Amount Available	Amount Requested
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Cultural Competency Training	\$40,000	
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Proposal Abstract

In the space below, provide a summary (50-100 words) of your proposed project as described in Section IV A.

Form - Qualifications and Experience

In the space below, provide narrative information as is described in Section IV B and Attachment A. You may attach up to 1 additional page to this form; number the additional page as 20 (a).

Form – Cultural Competency Forum(s)

In the space below, provide narrative information as is described in Section IV C and Attachment A. You may attach up to 3 additional pages to this form; number additional pages as 21(a), 21(b), and 21(c).

Form – Cultural Competency Curriculum

In the space below, provide narrative information as is described in Section IV D and Attachment A. You may attach up to 4 additional pages to this form; number additional pages as 22(a), 22(b), 22(c), etc.

Form – Cultural Competency Training

In the space below, provide narrative information as is described in Section IV E and Attachment A. You may attach up to 3 additional pages to this form; number additional pages as 23(a), 23(b), and 23(c).

Applicant Budget Sheet and Subcontract Budget Sheet Forms -

Complete the applicant budget sheet form providing information as is described in Section IV F and Section V. An instruction sheet on the following page explains information regarding completion of the budget and budget subcontract sheets. Applicants that will be subcontracting any portion of their budget must also complete the budget subcontract form.

Budget Sheet Instructions

Block 1. SALARIES: Identify anyone to be paid as a salaried position with funds provided pursuant to this RFA. Give the title of individual, the annual salary, the percent of time he/she will devote to this project and the amount requested.

Example: Title: Counselor; Salary: \$15,000.00; % of time: 10%; Request: \$1,500.00

Block 2. PERSONNEL BENEFITS: List any personnel benefits that are to be paid to salaried individuals. These could include the portion of Social Security, Worker's Compensation, unemployment Compensation, and health insurance paid with grant funds.

Block 3. CONTRACT SERVICES: Provide the name, address, and hourly or daily rate for all individual contract or consultant services. For subcontracts with firms, state type of subcontract and total cost. **A subcontract budget sheet must be completed for each subcontract listed. Prior to entering into a written agreement, all subcontracts must be approved by CJJP.** Applicants must provide agency name, mailing address, phone number and email address for all subcontracts.

Block 4. TRAVEL: Itemize all in-state and out-of-state travel. Include costs for meals, lodging and mileage. Grant recipients are bound by the State of Iowa rates. These limitations are .39 per mile for travel, \$28 per day for meals: \$5 breakfast; \$8 lunch; \$15 dinner, \$75 plus tax per night lodging. (http://das.sae.iowa.gov/manuals_forms/manuals.html - see section 210 of accounting manual – travel) Grant funds may not be used for out-of-state travel not specified in this application or without prior approval.

Block 5. TRAINING AND TUITION: Provide the names of staff attending the training, the amount of tuition for each attendee, the name of the place or institution providing the training and the location of the training.

Block 6. EQUIPMENT: Provide an itemized list of all purchases. The list must include, at a minimum, a description of the item to be purchased and the total cost of the item.

Block 7. SUPPLIES AND OPERATING EXPENSES: Operating expenses must be listed and described separately. You may use descriptions such as rent, telephone, office machine rental, etc. Expendable office supplies may be grouped together and the cost provided as a lump sum. These items include, but are not limited to, paper, pens, pencils, staples, etc.

Note: Indirect costs are not allowable as a budget item in this proposal.

Block 8. OTHER: Include any proposed expenses that do not fit within any of the above-listed categories. Other costs may include, but are not limited to, stipends to youth and audit fees.

BUDGET JUSTIFICATION: For all categories listed above, please provide a narrative to justify the proposed costs on the Budget Justification Narrative sheet included.

Budget Sheet Instructions

THE CULTURAL COMPETENCY TRAINING INITIATIVE
APPLICANT BUDGET SHEET

Grant Recipient: _____

Description of Expense	Grant Funds				
<p>1. Salaries</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"><u>Position</u></td> <td style="width: 30%;"><u>Annual Salaries</u></td> <td style="width: 20%;"><u>% of Time</u></td> <td style="width: 30%;"><u>Amount</u></td> </tr> </table> <p>Subtotal \$</p>	<u>Position</u>	<u>Annual Salaries</u>	<u>% of Time</u>	<u>Amount</u>	
<u>Position</u>	<u>Annual Salaries</u>	<u>% of Time</u>	<u>Amount</u>		
<p>2. Personnel Benefits:</p> <p>Subtotal \$</p>					
<p>3. Contract Services:</p> <p>Subtotal \$</p>					
<p>4. Travel:</p> <p>Subtotal \$</p>					

Description of Expense	Grant Funds
5. Training and Tuition: Subtotal \$	
6. Equipment: Subtotal \$	
7. Supplies and Operating Expenses: Subtotal \$	
8. Other: Subtotal \$	
<div> <div></div> <div>Total Project</div> </div> Budget \$	

THE CULTURAL COMPETENCY TRAINING INITIATIVE

SUBCONTRACT BUDGET SHEET

Proposed contract between _____ Applicant

And Contractor

Description of Expense				Grant Funds
1. Salaries				
<u>Position</u>	<u>Annual Salaries</u>	<u>% of Time</u>	<u>Amount</u>	
Subtotal \$				
2. Personnel Benefits:				
Subtotal \$				
3. Contract Services:				
Subtotal \$				
4. Travel:				
Subtotal \$				

SUBCONTRACT BUDGET SHEET CONTINUED

Description of Expense	Grant Funds
5. Training and Tuition:	
Subtotal \$	
6. Equipment:	
Subtotal \$	
7. Supplies and Operating Expenses:	
Subtotal \$	
8. Other:	
Subtotal \$	
Total Project Budget \$	

Budget Justification Form

In the space below, provide narrative information as is described in Section IV F and Section V, and attachment A. You may attach up to 3 additional pages to this form. If submitting additional pages, number the additional pages as 30(a) and 30(b). Organize your budget justification narrative to separately address each cost category listed in the budget sheets.

ATTACHMENT C

CULTURAL COMPETENCY TRAINING INITIATIVE

APPLICATION FORMS ASSURANCES – MINORITY IMPACT STATEMENT

For an application to be considered eligible, these forms must be completed (signed) and submitted according to the instructions on the form and as presented elsewhere in this RFA.

ASSURANCES

A. ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS

No person shall, on the grounds of race, creed, color, national origin, age, gender or sexual orientation be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under agency grants awarded pursuant to P.L. 93-415 or any project or program supported by such grants. Subgrantees must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964, as amended; the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39; and regulations issued by the Department of Justice thereunder as a condition of award of federal funds and continued grant support. The subgrantee shall notify the Division of Criminal and Juvenile Justice Planning of any findings of discrimination made against the agency after a due process hearing.

B. ASSURANCES OF COMPLIANCE WITH "EQUAL TREATMENT REGULATION"

The applicant ensures that religiously affiliated organizations have a level playing field for consideration for any and all subcontracts under agency grants, pursuant to Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants regulation, 28 CFR parts 31, 33, 38, 90, 91, and 93.the participation of faith-based organizations.

C. THE HATCH ACT

Federal law prohibits certain partisan political activity by an officer or employee of the State or local agency if his/her principal employment is in connection with an activity, which is financed in whole or part by loans or grants made by the United States or a Federal Agency. The United States Civil Services Commission enforces the law.

D. PROCUREMENT OF SPECIAL EQUIPMENT

The Division of Criminal and Juvenile Justice Planning expects that the subgrantees will procure such special equipment being purchased in whole or in part with grant funds by that method, authorized by state law or local ordinance, which results in the lowest price of goods of the kinds or type required.

E. NATIONAL HISTORIC PRESERVATION ACT OF 1966

This project application either will not have an effect on a site listed on the National Register of Historic Places or the applicant has notified the Division of Criminal and Juvenile Justice Planning that such a site is or will be involved.

F. APPLICABILITY OF STATE AND FEDERAL POLICIES

All conditions, rules and regulations of federal and state governments which relate to the administration of public funds and financial accounting shall apply to subgrantees and contractors of the Division of Criminal and Juvenile Justice Planning.

G. NON-SUPPLANTING REQUIREMENT

Federal and state funds made available through this program may not be used to supplant federal, state and local funds that would have been available in the absence of this program's aid. In complying with this requirement, the Division of Criminal and Juvenile Justice Planning will rely on written certification by State agencies and local government units to the effect that program funds have not been used in place of other federal, state and local funds.

H. REPORTS

The subgrantee shall submit quarterly financial reports and quarterly progress reports indicating activities undertaken, expenditures, and general progress of the project for which the subgrant was awarded. In addition to the above reports, a final report (using the same report forms: dealing with the evaluation of the entire project will be needed. This will include data needed to verify the success or failure of the project and a statement as to the effectiveness of the project.

I. BUILDING ACCESSIBILITY AND USE BY PEOPLE WITH DISABILITIES

Any construction, design or alteration of a building or facility which will be used by the public or which may result in the employment or residence of people with disabilities must comply with the regulations issued by Federal Agencies, including the Department of Justice, under the Americans with Disabilities Act of 1990.

J. AMENDMENTS TO THE REQUEST FOR APPLICATIONS

The division reserves the right to modify this RFA at any time. In the event the division amends, adds to, or deletes any portion of the RFA, an amendment will be provided to all applicants who received the original RFA.

K. COST OF PROPOSAL

The division is not responsible for any costs incurred by an applicant which are related to the preparation or delivery of a proposal or any other activities carried out by an applicant related to this RFA.

L. COPYRIGHTS

By submitting a proposal, the applicant agrees that the division may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to a request for public records. The applicant consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party.

M. PUBLIC RECORDS

All information submitted by an applicant may be treated as a public record by the division unless the applicant properly requests that the information be treated as confidential information at the time the proposal is submitted. Public records will be copied as necessary to comply with Iowa's public record law. By submitting a proposal the applicant grants the division the right to make the required copies of the proposal. Any request for confidential treatment of information must enumerate the specific grounds in Iowa Code chapter 22 which support treatment of the material as confidential.

N. RESTRICTIONS ON GIFTS AND ACTIVITIES

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and are responsible for complying with these requirements.

O. RELEASE OF CLAIMS

With the submission of a proposal, each applicant agrees that it will not bring any claim or have any cause of action against the division or the State of Iowa based on any misunderstanding concerning the information provided herein or based on the division's failure to provide the applicant with information.

P. OTHER CONDITIONS

The Applicant also understands and agrees: (1) that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulations and rules issued by the Division of Criminal and Juvenile Justice Planning for the administration of grant projects; (2) that funds awarded are to be expended only for the purposes and activities covered by the Applicant's approved application and budget; (3) that the grant may be terminated in whole or in part at any time that the Division of Criminal and Juvenile Justice Planning finds a substantial failure to comply with contractual conditions or with regulations promulgated by the Division; and (4) that appropriate grant records and accounts will be maintained and made available for audit as prescribed by the Division.

CERTIFICATION AND ASSURANCE

I CERTIFY that, to the best of my knowledge, the information contained in this application is correct and complete and that the applicant agrees to comply with and uphold the above assurances.

Name of Agency

Date

Signature of Authorized Official

MINORITY IMPACT STATEMENT

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: _____

Title: _____

Definitions

(Minority Impact Statement)

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

b. As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.